

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Senior Recreation Supervisor I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, implements and evaluates recreational programs. Manages the overall operation of several centers. Develops the budget proposal and makes recommendations for budgetary improvements.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages several recreational sites by conducting site visits, providing recommendations, evaluating programs, interpreting policies, training employees, and conducting performance evaluations.
2	L	Interacts with employees and citizens by greeting customers, handling inquiries, addressing concerns, and providing information.
3	L	Performs administrative activities by gathering data, compiling and reviewing reports and schedules, conducting analyses, submitting paperwork, and preparing and monitoring the budget.
4	S	Manages fiscal resources by monitoring expenditures, allocating funds, collecting fees, making cost savings and operational improvements recommendations, and developing the budget proposal.
5	L	Promotes events by making public presentations and writing media releases.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience as senior center or athletic supervisor or director.
Certifications and Other Requirements	Valid Driver's License, CPR/First Aid Certification
Reading	Work requires the ability to read regulations, guidelines, contracts, proposals, grants, budgets, requisitions, reports, incident and accident reports, manuals, schedules, codes, and safety manuals at a college level.
Math	Work requires the ability to interpret graphs and statistical reports and perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, proposals, grants, letters, memos and requisitions at a college level.
Managerial	Managerial responsibilities include supervision of subordinates, program planning, manage budget, plan and manage all schedules, and manage internal and external issues connected to program or service.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, children and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Customer service, during Bureau special events, league play, clinics, meetings, greeting of staff, giving instruction, monitoring facility, mentoring work, arts program management
Sitting	F	Computer, desk work, answering phones, conferences, meetings, customer service, giving instruction, monitoring facility, mentoring work, arts program management
Walking	F	Inter-office, to/from field work, mail/memo distribution, attending various programs, recreation site visits, monitoring facility and participant activities
Lifting	O	Inventory, cleaning supplies, chairs, small equipment, tables, boxes, office supplies, art supplies, wheelchairs, CD/tape players, props, brochures, reports, files
Carrying	O	Inventory, cleaning supplies, chairs, small technical equipment, tables, boxes, office supplies, art supplies, wheelchairs, CD/tape players, props, brochures, reports, files
Pushing/Pulling	R	Wheelchair, office supplies, small technical equipment, hand truck, dollies, office furniture-tables, chairs, doors, piano
Reaching	O	Office supplies, small technical equipment, while decorating facility, on shelves for equipment or materials
Handling	O	Inventory, cleaning supplies, chairs, small technical equipment, tables, boxes, office supplies, art supplies, wheelchairs, CD/tape players, props, brochures, reports, file
Fine Dexterity	F	Computer keyboard, calculator, writing, inserting computer components, copier or fax machine, adding machine, arts activities
Kneeling	O	Cleaning or decorating facility, to retrieve supplies or equipment, administer first aide
Crouching	O	Cleaning or decorating facility, to retrieve supplies or equipment, administer first aide, checking equipment
Crawling	N	
Bending	O	Cleaning or decorating facility, to retrieve supplies or equipment, administer first aide, checking equipment
Twisting	O	Cleaning or decorating facility, to retrieve supplies or equipment, administer first aide, checking equipment
Climbing	O	Stairs, special activity props (ship sailing vessel), ladder, step stool
Balancing	O	Stairs, during special activities, ladder, step stool

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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Vision	C	Computer, desk work, reading, filing, customer service, greeting of staff and customers, during special events, driving, monitoring of facility, supervision of staff
Hearing	C	Telephone, co-workers, staff, vendors, customers, meetings, activity participants, music during activities
Talking	C	Telephone, co-workers, staff, vendors, customers, meetings, activity participants, giving instruction
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, adding machine, typewriter, scanner, overhead projector, CD/tape player, VCR, answering machine, paper cutter, digital camera, Standard Microsoft Windows and Office software, PrintShop Deluxe, Coral Draw8, Audio & video editing software, ParSoft, League Scheduling software, Advantage, Internet, Citrix, recreational or specialized equipment including: wheelchairs, lifts, ball machine, pitching machine, electric piano, art supplies including: kilns, pottery wheels, air compressors, lathe, grinders, acetylene soldering

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	S	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	S
Fire Hazards	S	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	D	Darkness or Poor Lighting	N
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Recreation Center/Neighborhood Center - Senior Centers, Parks, Specialty Center: Dance/Music Studio

**PROTECTIVE EQUIPMENT REQUIRED:**

Ventilation systems, welders glasses or goggles, gloves, blood spill kit, latex gloves, First Aide kits, CPR mouth guard, protective face mask, oven mitts for kilns

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)